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Approved For Release 2001/07/16 : CIA-RDP80-00832A000400010009-3

Approved For Release 2001/07/16 : CIA-RDP80-00832A000400010009-3

15 JUN 1965

SUGGESTION NO. 65-75: dated 8 September 1964

[REDACTED]
Intelligence Officer, GS-7
DDI/ORR/P/ME

STATINTL

A. Summary of Suggestion

The suggester claimed that many people who use office copying machines (Xerox, Thermofax, etc.) are not fully acquainted with all of the techniques necessary for proper operation and maintenance. He proposed that large instruction sheets be posted near such machinery to alert and guide personnel.

B. Summary of Evaluations

1. OL said posters about operation and care of copying machines had been printed several times before the Agency moved to Headquarters Building. However, few, if any, posters had been moved with the equipment to the new building. Therefore, they would reprint old posters and design additional posters for the newer types of copying machines.

2. Posters have been distributed in the Washington area to all administrative officers charged for copying equipment. Advantages are:

a. Instruction sheets have been distributed.

b. The Logistics Services Building Supply Officer has a list of all such copying equipment and its location which he did not have because of various office moves.

c. Printing Services Division has a complete list of the location of such equipment which they plan to use when they process requests for new copying equipment.

C. Recommendations of the Executive Secretary

1. Not in line of duty.
2. \$25.00 award (Slight/Local).

D. Decision of the Chairman

[REDACTED]
A/Chairman, Suggestion Awards Committee

5
25-
Award

STATINTL

STATINTL
INTERNAL USE ONLY

15 JUN 1965

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 65-118: dated 6 November 1964

STATINTL

[REDACTED]
File Clerk, GS-5
DDI/NPIC/PSD/ICBA. Summary of Suggestion

NPIC received reels of film in cans that were often bent. Personnel used shears, banged on the cans, or used other haphazard methods to remove the film. The suggester proposed the use of a simple roller type can opener to cut out the bottom of the can so that the film reel can be easily removed by pushing from either end.

B. Summary of Evaluation

NPIC said that this simple idea has removed the danger of damaging film by banging on film containers, as well as eliminating the safety hazard to employees when using tin shears; this new employee showed initiative and imagination in recognizing an easy solution to the problem.

C. Recommendations of the Executive Secretary

1. Not line of duty.
2. \$15.00 award (Slight/Limited).

D. Decision of the Chairman

STATINTL

[REDACTED]
A/Chairman, Suggestion Awards Committee15
Award

18 Jun 65

Date

ADMINISTRATIVE

15 JUN 1965

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 65-148: dated 8 December 1964

STATINTL

Chief, Military Division, GS-15
DDI/OCI

A. Summary of Suggestion

Suggester proposed that a sign be posted in each washroom to say:

"To report any equipment malfunction or conditions requiring custodial attention, please telephone the following extension: X."

B. Summary of Evaluation

The signs were installed in May 1965, and OL rated the suggestion Slight/Limited.

C. Recommendations of the Executive Secretary

1. Not in line of duty.
2. Certificate of Appreciation.

D. Decision of the Chairman

STATINTL


A/Chairman, Suggestion Awards Committee

Carl G. Gyles.
Award

18 Jun 65
Date

15 JUN 1965

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 65-158: dated 15 January 1963

[REDACTED]
Cable Analyst, GS-4
DDP/NE/REG

STATINTL

A. Summary of Suggestion

The suggester originally proposed that a handle be permanently affixed to each pneumatic tube system receiving door next to the combination dial. This would permit the person securing the door to pull hard enough to ensure that the door was securely locked.

B. Summary of Evaluations

1. OS initially had no objections if the handles were welded to the doors. However, Office of Logistics said welding would damage the doors. OL said drilling holes through the doors to install screws, brads, etc., had been disallowed for security reasons, but the tube maintenance staff was considering possible internal ideas for improvement, such as use of a suction device, an attachment fitted to the dial, etc.

2. Upon receipt of the summary of evaluations, the suggester proposed an alternate plan in December 1964 to use magnetic bases to hold the handle, saying they would be strong enough to retain the handle. Upon reconsideration, OS recommended the original suggestion be adopted and handles attached to the receiving station door in the same manner as the sending station door, i.e., affix the handle by drilling two holes and mounting the screws in the handle from the inside of the door. Work was completed in May 1965 by Carrier Maintenance personnel--108 handles costing \$70, plus 35 man hours of labor at \$97--total \$167.00.

3. This improvement facilitates the security checking of the receiving tube station doors. It reduces combination lock maintenance problems because: the "C" ring which holds the spindle inside the lock could be gradually weakened according to OS/PSD experts; and eventually the dial might come out in a person's hand as he was pulling metal against metal.

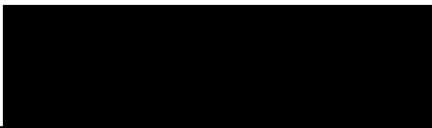
C. Recommendations of the Executive Secretary

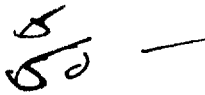
1. Not in line of duty.
2. \$50.00 award (Slight/Local).

SUBJECT: Suggestion No. 65-158 (continued)

D. Decision of the Chairman

STATINTL


A/Chairman, Suggestion Awards Committee


Award


Date

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ADMINISTRATIVE
INTERNAL USE ONLY

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

38 JUN 1965

SUGGESTION NO. 65-175: dated 28 December 1964

Chief, Carrier Maintenance, S-8 (GS-11 Equivalent)
DDS/OL/LSD/

A. Summary of Suggestion

FORMER METHOD: Damaged carrier tray and gravity latched were replaced with latches purchased from the Lamson Corporation at 80¢ and \$2.60 each.

ADOPTED METHOD: The suggester proposed that we purchase 1/2" thick neoprene rubber with a durometer reading of 45-55. With this product, Carrier Maintenance personnel can produce tray latches at a cost of 7.5¢ each and gravity latches for 18.5¢ each.

B. Summary of Evaluations

1. OL said that the new grade of rubber carries a durometer reading of 45-55 and is more pliable than the material used in latches purchased from the contractor. The old type latches had a durometer reading of 65-85, were more rigid, and had a tendency to break and chip.

2. The tray latch is located in the dump tray and is used to hold the carrier at the monitor and keeps it from bouncing back. The gravity latches are located at each pneumatic tube station--in the event there is a temporary stoppage of air, they hold the carrier back until the air picks up and then the carrier continues on its way.

3. Carrier Maintenance Section replaced almost all latches during the past year. Annual usage of gravity latches has been about 160 and tray latches about 55. Replacement requirements with the new type rubber will save about \$500 on a recurring basis.

C. Recommendations of the Executive Secretary

1. Not in line of duty.
2. \$25.00 award based upon 5% of annual savings of \$500.00.

D. Decision of the Chairman

A/Chairman, Suggestion Awards Committee

25
Award

28 Jun 65
Date

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

15 JUN 1965

SUGGESTION NO. 65-209: dated 16 February 1965

STATINTL

DDS/OL

Executive Officer, GS-15
Chief/Records & Services, GS-10

A. Summary of Suggestion

1. Suggesters proposed a "drive" of one - two months' duration for all Agency employees with a short title such as "Operation Paperwork," to emphasize: (1) Acquisition and use of office copying machines; (2) A forms survey; and (3) A reports survey.

2. They said results could be measured by: (1) Reduction in classified waste for destruction. (Now about 10 tons daily; during the first six months of FY 1965, destruction averaged 224 tons monthly.); (2) Turn-in of filing equipment; (3) Reduction in number of copying machines and page reproduction; and (4) Reduction in forms and reports.

3. They suggested that the program be developed around a check list (see attachment) with 30 questions preceded by the statement:

"Our day-to-day activities require the preparation, processing, reviewing, filing, and handling of enormous quantities of paper. In this modern world, it is almost impossible to communicate without a considerable amount of paperwork; however, the problem is how much and how can we streamline our operations to minimize the amount."

B. Summary of Evaluation

1. Chief, Records Administration Staff/DDS said that the substance of this suggestion has been in effect for a long time; however, the proposal makes a substantial added contribution to the established program. He said that Agency Notice [REDACTED] 24 February 1965, outlined certain specific things which should be done to comply with the President's objectives. An added program now in effect provides: (1) A filing Clean-Up Campaign; (2) Revision of Records Control Schedules; and (3) More activity in retirement and destruction of records.

2. Some ideas included in this suggestion, according to Chief, Records Administration Staff, will be used to further implement the current program.

C. Recommendations of the Executive Secretary

1. Not in line of duty.
2. Certificate of Appreciation to each suggester.

STATINTL

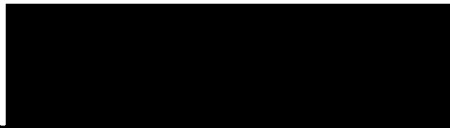
ADMINISTRATIVE

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Approved For Release 2001/07/16 : CIA-RDP80-00832A000400010009-3

SUBJECT: Suggestion No. 65-209 (continued)

D. Decision of the Chairman



A/Chairman, Suggestion Awards Committee

Part of Approval
Award

STATINTL

18 Jun 65
Date

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ADMINISTRATIVE

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Approved For Release 2001/07/16 : CIA-RDP80-00832A000400010009-3

EMPLOYEE SUGGESTION 65-509

WE SUGGEST: CONTINUATION

The program could be developed around a check-list such as the following:

Our day-to-day activities require the preparation, processing, reviewing, filing and handling of enormous quantities of paper. In this modern world, it is almost impossible to communicate without a considerable amount of paperwork; however, the problem is how much and how can we streamline our operations to minimize the amount.

Here are some questions that each employee should ask himself concerning paper which he is required to prepare or handle:

1. Could this memo be eliminated by use of the telephone or personal contact?
2. Do we really need all the copies being prepared on this letter?
3. Are we preparing excessive copies of all correspondence?
4. Do I really need this copy for my file or would the official file copy, which is available elsewhere in the office, suffice?
5. Is correspondence routed through too many people prior to signature?
6. Because office copying equipment is so handy, are we duplicating material unnecessarily with numerous copies ending up in the files or being destroyed?
7. Are we adhering to the need-to-know policy in preparing our distribution?
8. Are we requesting copies of reports, pamphlets, correspondence, etc., for which we do not have an actual need?
9. Are we eliminating transmittal letters that add nothing to the material being transmitted?
10. Are our files being screened for extraneous material?
11. Are we retiring files in accordance with existing Records Control Schedules?
12. Are temporary copies being destroyed?
13. Are we using common sense in rewriting and retyping correspondence which would do the job even if not considered of perfect quality?
14. Is the cost of the rewrite and retype really worthwhile?
15. Is this report necessary?; will it do the job for which it is intended?; and is it worth the cost?
16. Does this report duplicate data already available?
17. Is there too much detail contained in this report?
18. Are we requesting too much detail in feeder reports from subordinate elements?
19. Are we requesting and/or preparing reports on too frequent intervals?
20. Are the reports really utilized or are they merely checked and filed?
21. If the report serves no useful purpose other than to compile statistics, can it be eliminated?
22. Can the number of reports be reduced?
23. Are we making and using "bootleg" forms?
24. Are the forms we use duplicating and overlapping information?
25. Are we eliminating useless forms?

EMPLOYEE SUGGESTION

45-209

26. Are we consolidating similar forms?
27. Are we simplifying complex forms?
28. Are we fully utilizing existing standard forms that may be appropriate?
29. Are we requesting supplies of forms far in excess of actual needs?
30. Can we stop unneeded papers at the source so we no longer need to handle and destroy?

15 JUN 1965

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 65-213: dated 8 February 1965

STATINTL

Geographer, GS-11.
DDI/ORR/GL/P

A. Summary of Suggestion

STATINTL

Suggester said that [REDACTED] has two enclosed stairwells serving as both normal and emergency exits for the occupants of the five-story building. He said that safety or "panic" bar type door openers should be installed on the stairwell side of the first floor doors leading from the stairs to a foyer. Such a device had been installed on the doors leading from the foyer to the outside; however, in an emergency, a serious pileup might occur at the foot of the stairs if the interior door were not open, or if the first person to reach the door failed to turn the doorknob.

B. Summary of Evaluations

1. The CIA Safety Officer said that although this feature is not required by regulation, it is a sound safety procedure to have panic hardware on such doors to afford a quick egress. He recommended adoption of the suggestion.

2. Space Maintenance and Facilities Branch/OL representatives say that this was apparently an oversight in the design of the building. The door had been held closed by a hydraulic door closer; OL had GSA take off the hydraulic door closer so that all a person has to do is push the door. This saved the cost of the panic hardware.

C. Recommendations of the Executive Secretary

1. Not in line of duty.
2. \$15.00 award (Slight/Limited).

D. Decision of the Chairman

STATINTL

[REDACTED]
A/Chairman, Suggestion Awards Committee

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Award

18 Jun 65
Date

ADMINISTRATIVE
INTERNAL USE ONLY

15 JUN 1965

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 65-25: dated 23 February 1965

STATINTL

Chauffeur, W-6 (GS-5 Equivalent)
DDS/OL/LSD/PVB

A. Summary of Suggestion

1. The suggester recommended that turn signals be installed on the left front and right front sides of the Agency's Bluebird busses, about five feet above the ground. He said the D.C. Transit System uses these signals.

2. The busses came originally equipped with turn signals visible from the front and rear of the bus. However, a motorist alongside the bus could not see the front and rear signals. This represented a safety hazard, especially when it was necessary to change lanes in heavy traffic.

B. Summary of Evaluation

OL says that installation has been made on all five Bluebird busses. Specified savings cannot be determined, but OL believes some benefits will occur by avoidance of possible collisions and resultant property damage.

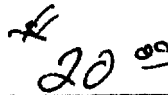
C. Recommendations of the Executive Secretary


1. Not in line of duty.
2. \$15.00 award (Slight/Limited).

D. Decision of the Chairman

STATINTL


A/Chairman, Suggestion Awards Committee


Award


Date

ADMINISTRATIVE
INTERNAL USE ONLY

15 JUN 1965

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 65-250: dated 28 February 1965

STATINTL

Supply Officer, GS-8
DDS/OC/E/MSB

A. Summary of Suggestion

The suggester recommended the addition of a price column to the "Maintenance Parts Lists" (MPL's) which are distributed to domestic and overseas activities. The MPL's are used to assist personnel to requisition and maintain stocks of spare parts to support communications and electronic equipment. He had the impression that field personnel ordered spare parts without realizing the cost involved.

B. Summary of Evaluations

1. OC said that this proposal was adopted in January 1965 based upon the verbal recommendation of the employee. Some 100 - 150 Communications addressees receive the MPL's. There are usually many new items listed in an MPL which an activity has not previously ordered and which has not yet been listed in Agency Price Guides. Unit prices of electronic parts with the same basic noun name can vary from less than one dollar to several hundred dollars, e.g., the description of items listed under stock nos. 5910-H00-9346 and 5910-H03-1035 is "Capacitor, variable, ceramic dielectric"--one is priced at \$350.00 and the other at 33¢.

2. OC-E commented that when a person can really see that an item he is about to order in quantity has a high unit cost, the unit price information will cause him to reconsider his needs. The information is of value to both engineers and supply personnel. No statistics on savings are available, but OC believes there will be savings as a result of including the additional information. They recommended an award of \$25 - \$50.

C. Recommendations of the Executive Secretary

1. Not in line of duty.
2. \$35.00 award (Slight/Local).
3. Referral to OL for information and determination as to advisability of including prices in future OL published catalogs.

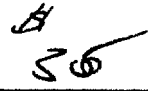
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SUBJECT: Suggestion No. 65-250 (continued)

D. Decision of the Chairman

STATINTL


A/Chairman, Suggestion Awards Committee


Award


Date

15 JUN 1965

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 65-279: dated 28 December 1964

25X1A

[REDACTED]
Commo Technician, GS-11
DDS/OC (Field)

A. Summary of Suggestion

25X1A

SUGGESTION: The suggester proposed modification of the [REDACTED] 25X1A
[REDACTED] XFK to permit front panel control of the multi-
plication jacks in accordance with the attached drawing.

ADVANTAGES: (1) By paralleling all multiplier plugs in the back of the XFK, multiplier control of all crystal positions and the external position appear at the front panel. (2) This change eliminates the need for an operator to go behind the rack to change the multiplier jack; also, it gives the operator an easy check as to the multiple at which the XFK is set. (3) This results in time saved, ease of operation, elimination of wear and tear on the plugs themselves, plus better safety.

B. Summary of Evaluation

25X1A

1. One XFK was modified at the [REDACTED] Station and received much praise from the operators. The installation took about one hour.

2. Chief, OC-E said this is a good suggestion. The change was issued in OC Engineering Modification Work Order No. 100-1. They evaluated this improvement as Slight/Extended.

C. Recommendations of the Executive Secretary

1. Not in line of duty.
2. \$50.00 award (Slight/Local).

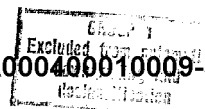
D. Decision of the Chairman

25X1A

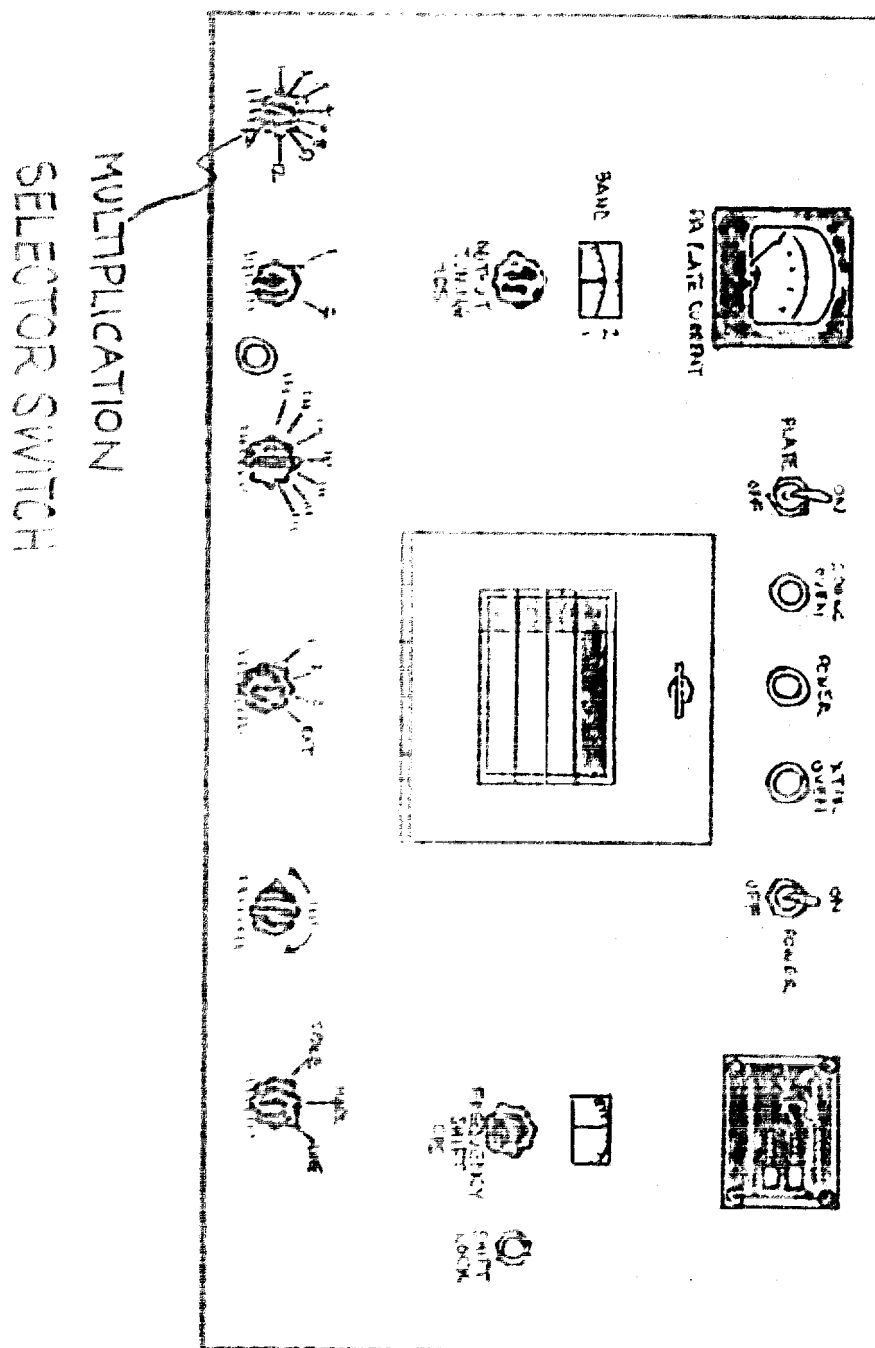
[REDACTED]
A/Chairman, Suggestion Awards Committee

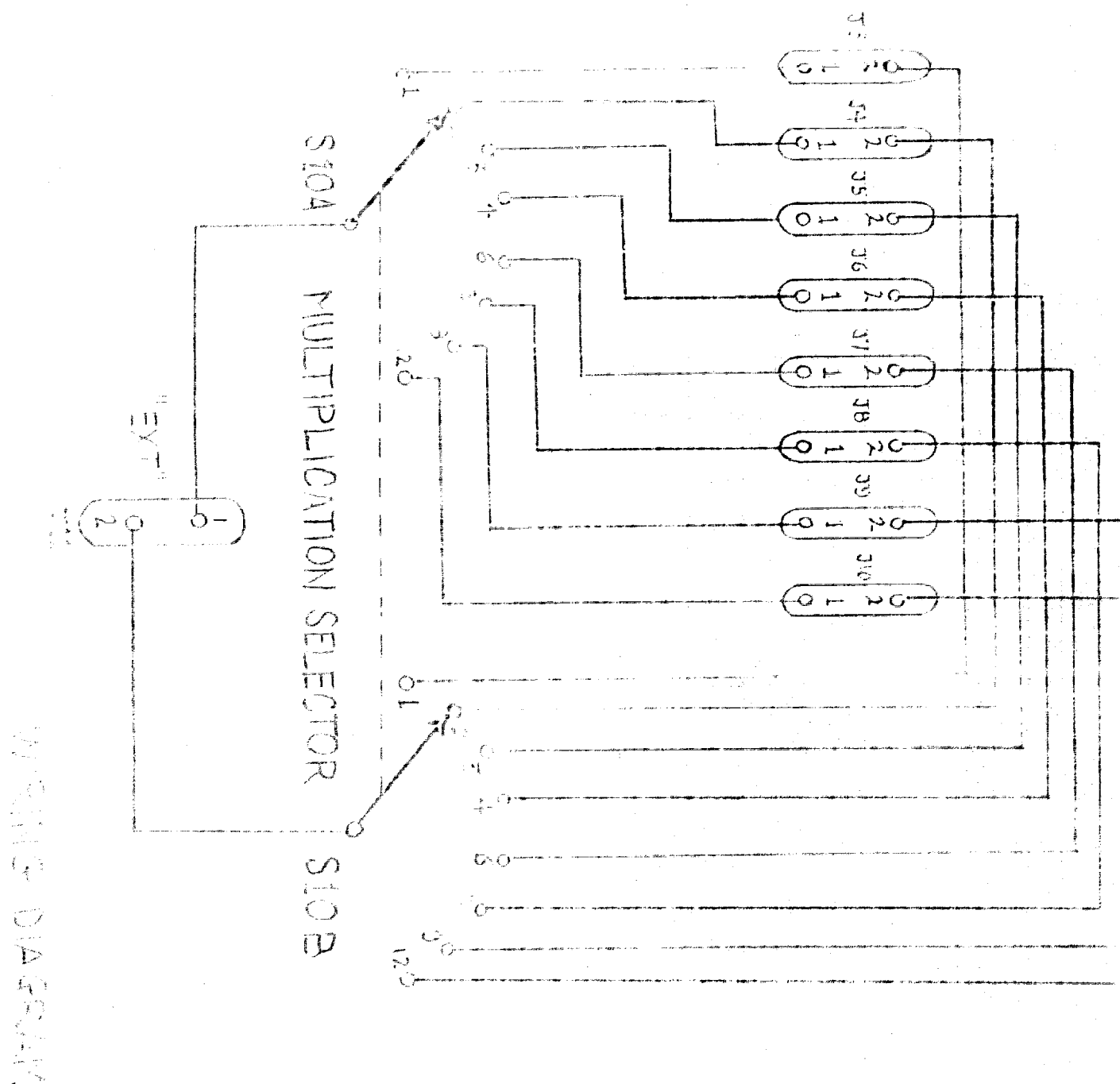
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Award

18 Jun 65
Date



-XFK FRONT VIEW-





SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

15 JUN 1965

SUGGESTION NO. 65-281: dated 27 January 1965

Wire Equipment Technician, GS-9
DDS/OC-E/TSB/

A. Summary of Suggestion

FORMER METHOD: M-28 printer and reperforator units were tested by installing the unit on its respective base and operating it. Since the base was connected solidly to a frame, it was difficult for the technician to observe all mechanical components of the equipment. Previously, they removed the units from their bases and operated them by hand to observe any mechanical function at the rear of the equipment.

SUGGESTION: Mounting the bases on a turntable allows the technician to pivot the base and equipment 360 degrees under operating conditions without having to bend over or around the equipment to observe all components. He installed turntables at the Technical Shop--an Ames turntable, FSN 7195 H05 4392. He said this could be further improved by using a turntable equipped with slip rings and five connectors--two D.C. line, two A.C., and one ground. This would eliminate a cord coming from the A.C. and D.C. source on top of the test position to the turntable.

B. Summary of Evaluation

1. OC-E said this was made and installed in January. The improvement allows the technician to observe the mechanical functions of Model 28 printing units and reperforators under operating conditions. The technique has been relayed to all OC maintenance shops.

2. This modification makes inspection easy. However, in the overall performance of the technician's duties, the benefits are slight. OC said it is a good suggestion, but the time saved in terms of dollars is intangible.

C. Recommendations of the Executive Secretary

1. Not in line of duty.
2. \$50.00 award (Slight/Local).

D. Decision of the Chairman

A/Chairman, Suggestion Awards Committee

Award

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

15 JUN 1965

SUGGESTION NO. 65-282: dated 1 April 1965

25X1A

Analyst, GS-8
DDI/ORR/P/ME

A. Summary of Suggestion

1. Suggester stated that he had been ordering photocopies of articles published in the classified intelligence periodicals from the Library but had been receiving a copy of the complete periodical from which the requested article was taken. In one case, he requested an article on page 23 of a publication and received 31 extra and unuseable pages.

2. Suggester proposed that the requestor of photocopies receive only what he asks for to save time, photocopying equipment, and filing space.

B. Summary of Evaluation

The CIA Librarian's Office said that experience of this suggester is the exception rather than the rule. Library policy is to reproduce only the page or pages requested. However, this suggestion brought to the attention of Library management a breakdown in internal discipline. There had recently been an employee turnover in Document Section where such requests were serviced, and some new employees apparently received inadequate instruction. Corrective action has been taken.

C. Recommendations of the Executive Secretary

1. Not in line of duty.
2. \$15.00 advisory award (Slight/Limited).

D. Decision of the Chairman

25X1A


A/Chairman, Suggestion Awards Committee

\$15-
Award

18 Jun 65
Date

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

29 JUN 1965

SUGGESTION NO. 65-306: dated 1 December 1964

STATINTL
STATINTL

Supply Assistant, GS-7
DDS Procurement & Supply

A. Summary of Suggestion

FORMER METHOD: Inventory count slips were prepared for every line item in stock. After inventory, data from the cards was posted to the stock records. A year later, after completion of the next inventory, the slips were destroyed.

SUGGESTION: That a permanent type count slip on 5" x 8" card stock be used (sample attached). Cards would be filed in a 5" x 8" card box and maintained up-to-date by inserting new cards when a new item was added to stock. Dead cards could be destroyed after two consecutive years of zero balance. Inventory would merely require inserting location in one column and count slip number in the other. Cards could be used for 10 years at least; 20 years if the back of the card is used.

B. Summary of Evaluations

STATINTL

1. [redacted] said they adopted the procedure with the June 1965 inventory. It saves about 80 man hours a year at the GS-5 level, or about \$200.00.

STATINTL

2. OL said that the variation as submitted, though well suited to [redacted] needs, does not offer anything substantively new which is not already an accepted means of accomplishing inventory results.

C. Recommendations of the Executive Secretary

1. Not in line of duty.
2. \$15.00 award (Slight/Limited).

D. Decision of the Chairman

STATINTL

[redacted]
A/Chairman, Suggestion Awards Committee

15
Award

A. J. Van G...
Date